

**PCPN# FY03-64 October 8, 2003 TRAINING UPDATE - Procedure to Create Copies of the September 2003 Purchase Card Training CD-ROM**

**Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, and CHs IN YOUR HIERARCHY.**

Several APCs have experienced problems while attempting to make a copy of the new September 2003, DON eBusiness Purchase Card Training CDs--- i.e., CD to CD copy. We have contacted DAPS, who in turn has contacted the CD vendor to find out why this problem is occurring. In the meantime, please use the procedure below to make copies of the training CD. **NOTE: The September 2003 training CD contains 697.25 MB of data and, therefore, requires a blank CD of 700 MB capacity or larger.**

1. Create a new folder on your "C" drive and name it "PC Training CD".
2. Copy the **total** contents of the September 2003 CD-ROM into the new folder, "PC Training CD".
3. Using your create CD software, proceed to copy the contents of the "PC Training CD" folder onto a blank 700 MB (or larger) CD.

Please send any questions/comments to [DONeBusTraining@navy.mil](mailto:DONeBusTraining@navy.mil).